

A NEW WEB-BASED PERSONNEL ADMINISTRATION SYSTEM

CAMPS TODAY:

We are happy to announce that the first eight local jurisdictions are on-line CAMPS users. They are Woodbridge Township, Monmouth County, Kearny Township, Brick Township, Ocean County, Mercer County, Camden County Board of Social Services, Bergen County Board of Social Services.

An excerpt from a Woodbridge Township press release regarding CAMPS follows:

► **Mayor Cites Increased Efficiency of Web-Based Data Sharing Network**

“What used to take days or weeks can now be done on-line in an hour,” says Mayor Pelzman. “This increased efficiency at both ends of the correspondence will result in significant savings of time and cost.”

Woodbridge Township Personnel Director **James K. Ringwood** agrees. “CAMPS is going to become the personnel manager’s best tool,” says Mr. Ringwood, who served on the advisory panel to help NJDOP

design and implement the system. “Less paper moving from division to division will decrease the possibility of lost transactions.”

“Woodbridge has set an excellent example in how to utilize this new system,” said Acting Commissioner Torres. “By providing the DOP with timely and accurate information, Woodbridge is making a seamless transition towards using CAMPS to conduct the daily business of the town and its residents. Through the use of CAMPS, the time and labor that Woodbridge previously spent on cumbersome paperwork will be

freed to spend on the important work of the town.”

In addition to the above eight jurisdictions, DOP has recently provided CAMPS on-line access to the following 10 agencies, bringing the total number of jurisdictions on-line with CAMPS to 18. They are the following: Hunterdon County, Montville Library, Jackson Township MUA, Lakehurst Borough, Ocean County Board of Social

Services, Buena MUA, Salem County Board of Social Services, Voorhees Township and Fire District, and Bergen County.

We anticipate that in each succeeding month, at least 20 agencies will be added to the growing list of CAMPS on-line users.

As with any new system, there always remains the possibility of additional modifications, changes, and updates to enhance the system’s operations.

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If your agency is not yet on-line with CAMPS, staff in both the Divisions of Human Resource Management (HRM) and Human Resource Information Services (HRIS) will continue their review and approval of your submitted CAMPS forms for all your agency’s personnel transactions.

**PREPARING FOR CAMPS
ON-LINE ACCESS**

While the DOP continues to make modifications to CAMPS to ensure that CAMPS

will be a user friendly system, it is your responsibility to make sure that your employee records are current.

As stated in the previous Newsletter, *“the only prerequisite for receiving authorization for on-line access to CAMPS is to ensure that your employee records are up-to-date”*.

RECONCILING LOCAL GOVERNMENT EMPLOYEE RECORDS

Once you have been told that your agency is in the queue for on-line access to CAMPS, you will be required to submit an electronic copy of your employee records file. Your HRM Team will compare your records to ours and identify disparities. In some situations, an employee's complete history may be missing.

The following fields will be **required** when submitting your employee record information to your HRM Team:

1. SS#;
2. Employee's full name;
3. Current title code;

4. Current appointment date;
5. Appointment type (RAO, RAN, PAOC, PAP, etc);

6. Hire date (could be the same as current date);
7. Permanent service date (could be the same as hire date).
8. Employee ID number

We will then review your information and compare your data to ours.

DOP will send you a disparity report which will require you to provide CAMPS forms for all those employees for whom we have no or inaccurate information.

You will be required to submit all corrections and changes prior to being trained for on-line access to CAMPS.

Once requested, send this information to your HRM Team Manager at:

New Jersey Department of Personnel,
Division of Human Resource Management,
P.O. Box 313
Trenton, NJ 08625-0313

We understand that this is a time consuming project, but if

we are to ensure that CAMPS is working effectively for you, it is imperative that all employee information is up-to-date.

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CAMPS ON-LINE USER TRAINING

When you are advised that your agency is approved for on-line access, you will be required to attend a two day training session in Trenton at our Human Resource Development Institute (HRDI).

Once you have been trained, your HRM Consultant will contact you to arrange for an on-site visit to assist you and your staff with any CAMPS related on-line difficulties or questions you might have.

APPOINTMENT INFORMATION:

Please note that if an individual is appointed provisionally, pending Open Competitive examination (PAOC), and the agency wishes to subsequently appoint that same individual PAOC to another title in the same department, no separation transaction is necessary.

However, if the PAOC appointment is to a different department, the employee **MUST** be separated and a New Hire Form must be submitted.

A separation form must also be submitted for Temporary Appointments (TA) when an employee is going from TA to PAOC in another department.

FORMS INFORMATION

There is no need for multiple copies of CAMPS forms.

Please do not submit more than one copy of any CAMPS form to the DOP.

RECORDING THE APPROPRIATE TRANSACTION INFORMATION

1.

When someone serving in a

non-competitive title is appointed from an open-competitive certification for a related entry-level title, the action is processed as “Advancement”.

Example: Laborer RAN appointed from an OC

Certification for Truck Driver (RAO). Since Laborer is non-competitive and Truck Driver is a related entry level title, the appropriate transaction is Advancement.

Please note:

The normal process would be provisional pending promotion (PAP) from the RAN title.

2.

There is a specific order of transactions that must occur when an employee goes on a Leave of Absence (LOA) to accept an Unclassified (UA) position and another employee is appointed to serve in his place as an Interim Appointment (IA).

Example: Employee A serves as a Fire Chief and the AA puts the Fire Chief on a LOA to serve as Municipal Department Head. Employee B serves as the Deputy Fire Chief.

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The AA decides to appoint the Deputy Fire Chief, as an Interim Appointment (IA) to the title of Fire Chief while Employee A (Fire Chief) is in the UA title.

In this scenario, the order of transactions must be:

Transaction 1: Employee A – Fire Chief LOA

Transaction 2: Employee B – Deputy Fire Chief IA to Fire Chief

Transaction 3: Employee A: Municipal Department Head UA

Using CAMPS Electronic Assistance

Two E-mail addresses have been established by the Department of Personnel for assistance to Appointing Authorities in regard to CAMPS.

All Appointing Authorities, whether using CAMPS on-line or not, can send questions regarding the CAMPS system and CAMPS procedures to the CAMPS Support e-mail address at:

CAMPS.Support@dop.state.

nj.us.

The CAMPS support staff will respond to your questions or forward your inquiries to the appropriate individual for a speedy response.

Rolando Torres, Jr., Acting Commissioner

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For Appointing Authorities who have yet to go on-line with CAMPS the Department of Personnel has established a method for electronically submitting your CAMPS requests. You can attach completed CAMPS forms, to an e-mail sent to:

CAMPS.Forms@dop.state.nj.us

Please Note: You must continue to mail in to DOP all forms for which transactions require employee signatures, as well as New Hire forms and the Employee Static Information forms which contain sensitive employee information.

Mail to:

010 – Appointments by Governor to Another Position
011 – Worker's Compensation With Pension
012 – Worker's Compensation Without Pension
013 – To Accept Unclassified Appointment
014 – To Accept Elected Office
015 - Union Business
027 – Leave in Lieu of Layoff
063 – On 013 Leave and Temporarily on Other Leave
065 – On 010 Leave and Temporarily on Other Leave
066 – Merit Board/Court Decision Without Pay
068 – State Family Leave Without Pay**

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024 – Intergovernmental Transfer (NJAC4A:4-7.1A)
025 – Sick (Personal) with Pay
045 – Worker's Compensation with Pay
050 – Military Leave with Pay – Partial
067 – Merit Board/Court Decision With Pay
071 – State Family Leave with Pay
072 – Federal Family Leave with Pay
073 – State and Federal Family Leave with Pay

Unlike the Leaves of Absence WITHOUT Pay, 071, 072, AND 073 WILL NOT require Comments.

Request Reason Code is a required field for Individual Salary Adjustments, as well as for

CAMPS Forms
P.O. Box 354
Trenton, NJ 08625

UPDATED LEAVE CODES

Leaves WITHOUT Pay

001 – Attend State or National convention
002 – Military Leave Without Pay
004 – Educational Leave Without Pay
005 – Personal Reasons
006 – Illness (Personal)
007 – Pregnancy Disability Without Pay
008 – Child Care

069 – Federal Family Leave Without Pay**
070 – State and Federal Family Leave Without Pay**
999 – Other Per Conversion

LEAVES WITH PAY

017 – Jury duty or Serving as a Witness
018 – Military Leave With Pay
019 – Educational Leave With Pay
020 – Emergency Civilian Duty
021 – Pregnancy Disability with Pay
023 – Vacation Leave with Pay

Lateral Title Changes and Demotions.

NEW Separation Code

A new separation reason code of **032 – Disability Retirement** has been created for CAMPS. Please update your manual.

Please share this CAMPS Newsletter with all agency staff associated with completing personnel transactions

